

STATE
OF
GEORGIA31-07
Application for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date 7-14-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV 29 1972 380 DEC 4 1972	
2. Agency Application No. MS605				3. AGENCY, Division, Subdivision & Administering Office Address State Merit System Examination Division 244 Washington Street, S. W. Room 572 Atlanta, Georgia 30334	
4. Person to Contact Frances C. Balkcom				5. Working Title Division Director	
				6. Tel. No. 656-2720	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1943 to date		9. Exact Series Title Veterans' Preference Card File			
10. What is the function of the office in which this record series is created? These records accumulate as a result of administering a statewide program of Personnel Administration and are created as a result of examining applicants for positions to determine eligibility for employment, including scheduling examination, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, <u>grading exams</u> , notifying applicants, providing information to Personnel Transactions Division. State law provides that veterans and certain veterans, wives and widows may have points added to their earned passing ratings in examinations for entrance to the classified service, and establish preference for retention in reduction in force.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). (1) File relates to the establishment of entitlement to additional points on examination and retention points on reduction in force. (2) Veterans' Preference points cards MS 20-43 (3) Filed in alphabetical order ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				1 4	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
3" x 5" card file		13	5.1	This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				10 -- -- --	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ ☐
14. Is there a duplication of this series in another office or agency?
Applicants computer file however, there is no duplication for employees ☒ ☐
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ ☒
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☒
18. Could the function be performed if the files were lost or destroyed?
Re-establish all veterans preference ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☒ ☐
21. Does the record series contain documentation produced as EDP printout?
Will appear in selected applicant EDP printouts, and will become a part of
Employees EDP file when this file is completed. ☒ ☐
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 5 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

To avoid re-establishing preference for large groups of employees and people re-entering state employment.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER _____, then:

☐ Hold in the current files area _____ month(s)/_____ year(s):

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):

☐ Destroy.

☐ Transfer to State Archives for permanent retention.


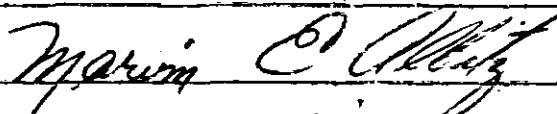


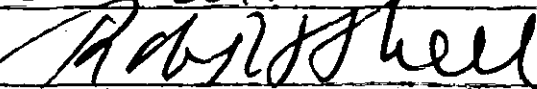
☐ Destroy immediately after cut-off.

☒ Other: (Specify)

Destroy after 1977 or when computer file established, whichever occurs first.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Study is underway to put on computer, after which a new standard will be proposed.

Records Management Officer (Signature) 	Date 11/28/72	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		11/28/72
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		11/28/72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		11/28/72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		11/28/72

STATE RECORDS COMMITTEE